

**MINNESOTA JUDICIAL BRANCH  
TENTH JUDICIAL DISTRICT**

*Welcomes your interest in the position of*

**Court Administrator V  
Washington County**

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New Courts Tower under Construction



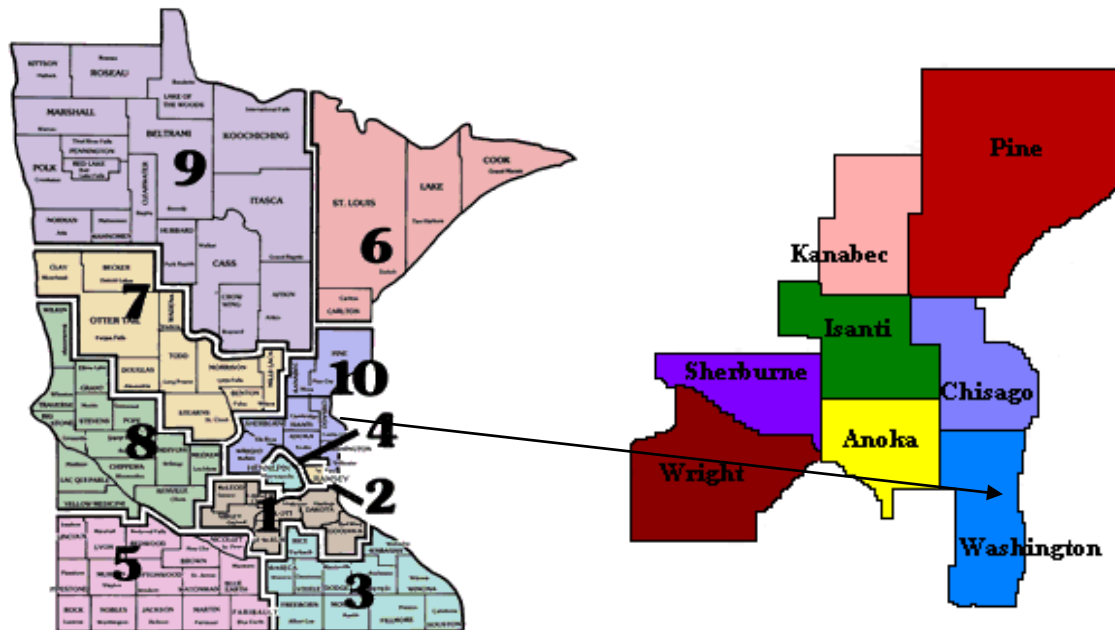
The Beautiful St. Croix River



## The Position: Washington County Court Administrator

This is a highly responsible management position in the Minnesota State Court System. The Court Administrator serves as the administrative head of the court system in the county where appointed. The Constitution of the State of Minnesota establishes the court administrator position who serves at the pleasure of the judges of the District.

### About the Court:



Washington County is part of the Tenth Judicial District within the Minnesota Judicial Branch. In addition to Washington, the Tenth Judicial District also includes the counties of Anoka, Chisago, Isanti, Kanabec, Pine, Sherburne, and Wright. Forty-five judges serve the district, which is the second largest of Minnesota's ten judicial districts.

Washington County has ten judges, each of whom has a court reporter and law clerk. The court administration team consists of a court administrator, deputy court administrator, one administrative manager, four supervisors, and 44.6 full-time staff, including two quasi judicial officers (also known as hearing officers). Washington County had 52,334 case filings in 2008. Total case filings have increased over 10 percent the last five years. Serious felonies have almost doubled during that time. The largest areas of increase are: major civil up 38 percent, total civil up 65 percent, and minor traffic up 15 percent. The large majority of the cases currently filed in Washington County are criminal/traffic, making up 78 percent of the overall cases.

The bench is proud of the administrator/judge relationship. The ten judges have a very collegial relationship and support one another making the work environment positive and fulfilling.

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## About the County:

One of Minnesota's original nine counties, Washington County continues to grow and prosper as one of the more affluent counties in the State of Minnesota. The county seat and courthouse is located in Stillwater, along the scenic St. Croix River, which forms the border with Wisconsin.

While some of Washington County has retained its rural character, today it is considered a metropolitan suburban county. Population growth has led to developed urban areas in Woodbury, Cottage Grove, and Oakdale. The communities of Stillwater, Bayport, St. Paul Park, Newport, and Forest Lake have each developed economic bases that support a local labor force. Washington County continues to maintain its diverse image--from corn fields to residential neighborhoods; office and retail complexes to the cooling waters of the St. Croix River; lakeshore communities to pastoral wooded settings -- each area of Washington County possesses a distinct set of landscapes and resources.

### Key Facts:

Approximate population - 205,000 (second fastest growing county in the metropolitan area)

- Throughout the 1990s, Washington County was one of the fastest growing counties in Minnesota, increasing at a rate of 37.9% between 1990 and 2000. During that same decade, Minnesota's population grew by 12%, the Twin Cities Metropolitan Area's population grew by 15%, and the United States' population grew by 13.2%.
- Washington County is the fifth largest County in Minnesota, housing 4% of the State's population and 8% of the Twin Cities Metropolitan Area's population.
- According to the Metropolitan Council, Washington County's population is expected to continue to grow but at a slightly slower pace. By the year 2020, the County's population is projected to increase by 87,540, an average increase per decade of about 22%.
- Growth (77% of the County's total growth) was concentrated in the County's three largest cities: Oakdale, Cottage Grove and Woodbury. The County's population is concentrating in these three cities: 42% of total population in 1990 and 52% in 2000.
- See attached At-A-Glance facts about Washington County.

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## **Our Mission Statement:**

To provide justice through a system that assures equal access for the fair and timely resolution of cases and controversies.

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## **The Position:**

The court administrator position in Minnesota is an appointed public official.

The court administrator is responsible for the overall management of the operations which include civil, criminal, traffic, family, probate, mental health, juvenile, conciliation and jury functions. The court administrator is also responsible for personnel, facilities, and fiscal management. Incumbents in these positions serve as the administrative head of the court system in the county and are responsible for organizing, directing and coordinating, through supervisors or deputies, the activities of subordinates engaged in the direct processing of cases as well as related staff support, in addition to financial, facility, and human resource activities related to the district court. The court administrator's work is performed with independence under the supervision of the Chief Judge of the district and Judicial District Administrator who reviews work based on reports, conferences and results achieved. Typical duties of the Court Administrator V include, but are not limited to:

- Develops an annual court budget for submission to the Judicial District Administrator for discussion by district leadership; forecast revenues and expenditures, manage revenues and expenditures; participate in budget hearings at the district level, participate in the development of performance measures; and allocate staff to fulfill the operational needs of the court.
- Develops an annual county court budget in coordination with the County Administrator (or their designee); forecasts revenues and expenditures, manages revenues and expenditures; and participates in budget hearings before the county board as requested.
- Coordinates, organizes and supervises the management (through subordinate supervisors as necessary) of the various case processing activities of the court with regard to guidelines, work procedures, and caseload management.
- Works as a member of the tenth district leadership group on finance and accounting forecasting and planning
- Oversees record management including computer operations, record retention, storage of records, local recordkeeping, and reporting of court minutes. Maintains statistical records of caseload to determine needs.

- Manages the financial aspects of local court operations including the collection, receipt and accounting for fees, fines, bonds and escrow funds; maintains safe custody of funds and valuables, invests or distributes funds, and maintains financial records; and prepares and reviews periodic financial, statistical and other administrative reports.
- Interprets and executes statutory mandates, rules of court, and judicial system policies as they relate to administrative matters.
- Assigns or supervises and directs the work of all non-judicial employees of the Court Administrator's Office. Directs court personnel management including recruitment, hiring, training, motivation, performance evaluation, assignment, discipline, and discharge. Administers judicial personnel regulations and the provisions of collective bargaining contracts.
- Assists the judiciary and the Judicial District Administrator in the formulation and implementation of policy. Develops or modifies procedures to ensure compliance and supervises their implementation; evaluates functions and makes recommendations for program changes.
- Formulates and implements policy with respect to the operation of court administration at the county level, not in conflict with the district administrator's policies; develops or modifies procedures to ensure compliance and supervises their implementation; and evaluates the quality of court administration functions and makes program changes as necessary.
- Implements the local trial court automated information system and coordinates with the Judicial District Administrator regarding system modifications and training.
- Plans and organizes space management; plans court facilities, maintenance of buildings, and security of facilities; meets with officials to plan and monitor procedures, office layout and design, and is generally responsible for all facility related matters.
- Advises judges and lawyers regarding the administrative procedures of the court; identifies deficiencies in documents submitted by litigants/counsel and drafts proposed orders upon request.
- Analyzes and prepares court security plans and coordinates with local law enforcement on high-risk trials.
- Analyzes and prepares contingency plans for local court in case of emergencies and/or natural disasters.
- Represents the court in non-judicial matters with others such as the news media, committees, planning groups, and the general public.
- Works closely with County officials including commissioners and department heads on matters pertaining to the justice system.
- Prepares routine and special reports of activities to promote the more efficient

and effective management of the court system. This includes making recommendations and suggesting changes to the local trial court judges and the Judicial District Administrator.

- Manages local jury system. Analyzes and recommends cost containment measures for jury operations to the trial court judges and the Judicial District Administrator.
- Determines educational and training plans for staff.
- Conducts continuing research and evaluation of court programs and operation, including the development and application of improved methods of administration for the purposes of increasing the efficiency and effectiveness of court administration.
- Resolves complaints on court related matters from the public, law enforcement, attorneys and others.

#### Examples of Knowledge, Skills, and Abilities

- Considerable knowledge of court procedures and policies, legal documents, laws, and legal factors pertaining to the various divisions and functions of the district court.
- Considerable knowledge of the organization, operations, functions, and scope of authority of the district court.
- Ability to make work-related decisions in accordance with laws, regulations, and court policies and procedures.
- Ability to supervise the maintenance of a variety of complex records and prepare reports from such records.

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**Qualifications:** Any combination of training and work experience which indicates possession of the knowledge, abilities and skills listed above. An example of an acceptable qualification for this position is:

Graduation from an accredited four year college or university with a bachelor's degree in business, public administration, court administration or related field and five to seven years of increasingly responsible court supervisory management and administrative experience in a court setting is required.

A master's degree in judicial administration or related field; and/or certification as a Fellow of the Institute for Court Management, National Center for State Courts or certificate of completion of the ICM Court Management Program is desirable.

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## **Compensation & Benefits:**

The salary range for this position is \$31.67 - \$49.06 hourly (\$66,127 - \$102,437 annually).

As a state employee, the position enjoys an excellent benefits package that includes:

- Health and dental insurance
- Retirement plan
- Deferred Compensation
- Health Care Savings Plan
- Disability and Long Term Care Insurance
- Life Insurance Policy
- Vacation, Sick, and Holiday leave

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## **To Apply:**

Interested candidates should apply online at [www.mncourts.gov/careers](http://www.mncourts.gov/careers). Please attach a cover letter/resume to your online application and answer the supplemental questions (attached).

**The application deadline is May 15, 2009 at 4:30pm.**

References will be contacted prior to final candidate selection.

Final interviews will take place on or about June 10<sup>th</sup>, 2009.

*Successful candidate will be required to pass a criminal background check and will be required to serve a probationary period upon appointment.*

***Equal Opportunity Employer***



# Washington County, Minnesota 2009 At-A-Glance

## POPULATION

Washington County Population	(+13.7% since 2000)	233,104*
Median Age ( <i>both genders</i> )	35.1 (2000) 36.8 (2007) ***	
Population Rank in Minnesota	5 of 87 counties **	
Population age 18 years and over		166,722 ***
Population age 65 years & over		19,517 ***
Civilian Veterans		16,181 ***
Housing Units		88,606 ***
Households		83,611 *
Persons per Household		2.64 *
Source: * 2007 Metropolitan Council 4/1/07; estimates made public summer 2008 ** 2000 U.S Census *** 2007 American Community Survey (margin of error not included)		

## PROJECTED GROWTH 2008 to 2030

Number of New Residents Forecast	140,713 (+ 62%) *
Number of New Households Forecast	63,872 (+ 28%) *
Number of New Employees Forecast	56,108 (+ 24%) *
Projected Population in 2030	365,590 *
Projected Employees	129,700 *
Projected Households	145,527 *
Source: * Metropolitan Council Forecasts of Population, Households, and Employment 1/09/08	

## ECONOMIC

Median Household Income	\$ 77,476 *
Per Capita Income (2006)	\$ 44,618 **
Average Residential Value (Single Family Dwelling/Townhouse/Condo)	\$307,400 ***
Median Residential Taxable Market Value-pay 2009	\$252,400 ****
New Houses (Single Family Dwelling/Townhouse/Condo) Started (2007)	1,041 ***
Mean Commute Travel Time for Work	25 minutes *
Employment within County (2000)	72,442 *****
Source: * 2007 American Community Survey (margin of error not included) ** Bureau of Economic Analysis *** Washington County's 2008 Assessment Report **** Washington County Property Records and Taxpayer Services ***** Minnesota Department of Employment and Economic Development	

## LABOR FORCE

Total Labor Force (as of December 2008) (a)	128,929
Number of County Residents Employed (as of December 2008)	120,806
Unemployed	4,307
Unemployment Rate (MN 5.5%)	5.1%
<b>Top 10 Taxpayers (b)</b> 2008 Net Tax Capacity	
Xcel Energy	\$8,614,501
Woodbury Lakes Retail, LLC	\$2,564,767
Tamarack Village Shopping	\$2,074,896
Woodbury Village Shop Corporation	\$1,225,909
Imation Corporation	\$1,205,236
State Farm Mutual Automobile	\$1,158,322
Menard, Inc.	\$1,144,367
3M Company	\$ 946,572
Centro-Oakdale, LLC	\$ 759,278
Wal-Mart	\$ 720,906
<b>Occupations (c)</b>	
Management, Professional	43.2%
Sales and Office	26.8%
Service	12.4%
Production, Transportation, Material Moving	9.4%
Construction, Extraction, Maintenance	7.9%
Farming, Fishing, Forestry	.3%
Source: (a) MN Dept. of Employment and Economic Dev. (b) Property Records and Taxpayer Services query. Completed on 4/15/08. (c) 2007 American Community Survey (margin of error not included)	

## HUMAN SERVICES

Percent of People Below Poverty Level	4.9% **
Percent of Families Below Poverty	4.0% **
Percent of B.A. or Professional Degree	41.5% **
Rate of Homelessness per 10,000 residents (2006)	3.7% ***
MN Medical Assistance Expenditures (2007)	\$133.5 million *
Cash Assistance & Food Stamps (2007)	\$7.2 million *
Source: * Washington County Community Services ** 2007 American Community Survey (margin of error not included) *** Wilder Research, Minnesota Statewide Survey of People without Shelter(2006), and U.S.Census Bureau (2007)	

## COUNTY BUDGET & PERCENTAGES

<b>Total 2009 Budget *</b>		\$172,004,600
<b>Revenue Sources **</b>		
Net Levy		50%
Intergovernmental		24%
Interest Income and Miscellaneous		7%
Fees, Licenses, and Fines		10%
County Program Aid		4%
Other Taxes		5%
<b>Expenditures</b>		
Wages and Benefits		51%
Direct Payments		22%
Capital Expenditures		9%
Operating Expenditures		13%
Debt Service		5%
<b>County Budget Comparison ***</b>		
	<b>2009</b>	<b>2008</b>
Operating	\$146.4 million	\$141.6 million
Capital	\$14.9 million	\$38.0 million
Debt	\$9.4 million	\$9.8 million
Total	\$170.7 million	\$189.4 million
<b>County General Obligation Bond Rating</b>		
Moody's	Aa1	Standard & Poor's AAA
<b>County Tax Rate</b>		
2009	26.343%	2008 25.936%
2007	25.676%	2006 26.968%
Source: * Washington County Office of Administration ** Rounded to the nearest whole number *** Rounded to the nearest tenth		

Data in At-A-Glance reflects a one-time snapshot of the county. The data will continue to change between now and the next At-A-Glance. Please check with the sources for the most recent information.

## LAND USE

	Total Acres	%
Residential	50,042	18.5
Commercial	3,349	1.2
Industrial	4,946	1.8
Institutional & Recreational	26,328	9.7
Major 4-Lane Highways	2,851	1.1
Nonurbanized Land Total	157,402	58.1
Open Water Bodies	25,843	9.5
<b>Total</b>	<b>270,761</b>	<b>99.9</b>
Source: Metropolitan Council Generalized Land Cover		

## GEOGRAPHY

Total Area	423.2 sq. miles *
Land Area (Without Water)	391.7 sq. miles **
Maximum county width	13.8 miles
Maximum county length	40.4 miles
County total area rank in Minnesota	83 of 87 counties *
Washington County Parks	7 parks
Lake Elmo Park Reserve	2,317 acres *
Cottage Grove Ravine Regional Park	540.8 acres *
Pine Point Park	312 acres *
Point Douglas Park	9 acres *
Square Lake Park	25 acres *
St. Croix Bluffs Regional Park	584 acres *
Big Marine Park Reserve	120 acres *
Number of major water bodies +	585 ***

Source: \* Land Management Information Center data 2003  
 \*\* U S Census Bureau, Summary File 1 (SF1-Percent data)  
 \*\*\* Lakes & type 3,4,5 wetlands. Wetlands are defined as over 10 acres in unincorporated areas or 2 ½ acres in incorporated areas. Lakes are defined as "all natural enclosed depressions, 10 acres or more in area, which have substantial banks capable of containing water, and which are discernible on aerial photographs," from "Inventory of Minnesota Lakes," Minnesota Conservation Department, Bulletin No. 25, 1968.  
 + Department of Natural Resources Protected Waters Inventory.

## WASHINGTON COUNTY FACILITIES

Types of Facilities	Contact Number	#
Government Center -Stillwater (County Seat)	(651) 430-6000	1
County Service Center-Cottage Grove	(651) 430-6000	1
County Service Center- Forest Lake/Headwaters	(651) 430-6000	1
County Branch Libraries	(651) 275-8500	9
License Centers	(651) 275-8600	3
County Social Services	(651) 430-6455	2
County Parks	(651) 430-8368	7
Historic Courthouse	(651) 275-7075	1
Law Enforcement Center	(651) 439-9381	1
Household Hazardous Waste	(651) 430-6655	1
Transportation Offices	(651) 430-4300	2

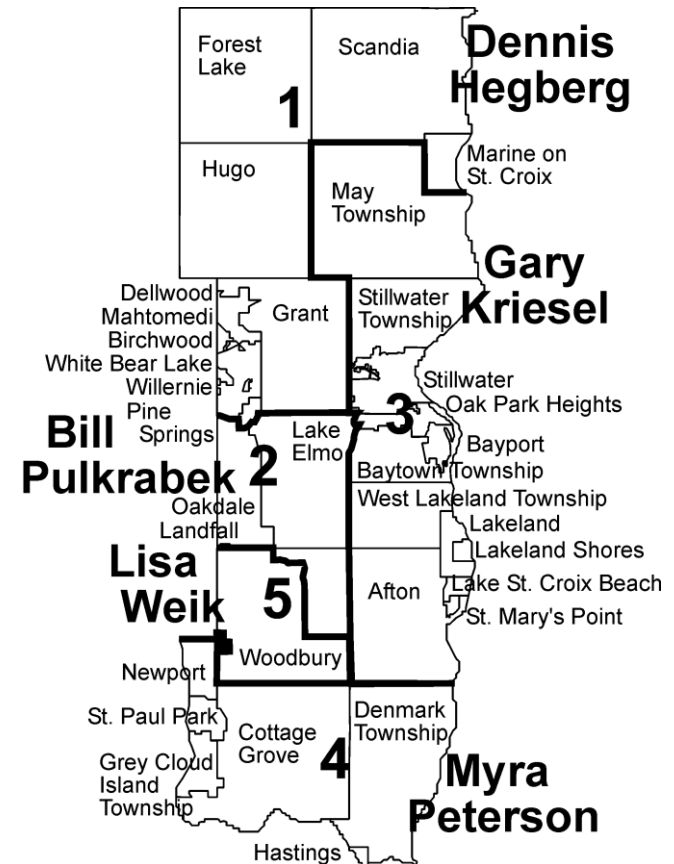
## LOCAL UNITS OF GOVERNMENTS & DISTRICTS

Number of Cities (See map to right)	27 *
* Includes portions of Hastings and White Bear Lake located in Washington County.	
Number of Townships (See map to right)	6

Watershed Districts	Contact Number
Brown's Creek	(651) 275-1136 x26
Camelian Marine	(651) 430-2793
Comfort Lake – Forest Lake	(651) 209-9753
Rice Creek	(763) 398-3070
Ramsey-Washington Metro	(651) 792-7950
Valley Branch	(651) 748-4230
South Washington	(651) 714-3729

Independent School Districts	Contact Number
I.S.D. 200 (Hastings)	(651) 437-6111
I.S.D. 622 (North St. Paul)	(651) 748-7622
I.S.D. 624 (White Bear Lake)	(651) 407-7562
I.S.D. 831 (Forest Lake Area)	(651) 982-8100
I.S.D. 832 (Mahtomedi)	(651) 407-2000
I.S.D. 833 (South Washington County)	(651) 458-6300
I.S.D. 834 (Stillwater Area)	(651) 351-8301
I.S.D. 916 (Valley Crossing)	(651) 415-5657
I.S.D. 2144 (Chisago Lakes)	(651) 213-2000
I.S.D. 6067 (Crosswinds)	(651) 379-2600

## Washington County, Minnesota



## Washington County Commissioners - 2009

District 1 – Dennis C. Hegberg  
 District 2 – Bill Pulkrabek – Vice Chair  
 District 3 – Gary Kriesel  
 District 4 – Myra Peterson –Chair  
 District 5 – Lisa Weik

County Board meetings: Tuesdays, 9 a.m.  
 (no meetings on 5<sup>th</sup> Tuesdays)

Washington County Government Center  
 14949 62<sup>nd</sup> Street North  
 P.O. Box 6  
 Stillwater, Minnesota 55082-0006

Washington County general information telephone: (651) 430-6000  
 Washington County web site: <http://www.co.washington.mn.us>

2009 Legal newspaper: Oakdale-Lake Elmo Review  
 At-A-Glance is prepared by the Office of Administration

02/09

## WASHINGTON COUNTY COURT ADMINISTRATOR

Supplemental Application

Filing Deadline: 4:30 p.m., Friday May 15, 2009

**After you complete the Application form and upload your cover letter and resume on NeoGov, please answer these Supplemental Questions and email them to the 10<sup>th</sup> Judicial District at [tenthdistrict@courts.state.mn.us](mailto:tenthdistrict@courts.state.mn.us).** This supplemental application and other required application materials will be the basis for a competitive evaluation of qualifications. Do not answer "Refer to Resume" as it will not substitute for this form.

On separate paper, please describe in detail, but as concisely as possible, your experience and accomplishments in each of the following areas in one page or less. Specify the employer, position held, and dates when describing experience.

1. Management experience in Finance, Personnel, Facilities, Records, Jury, and Interpreters.
2. Experience interacting at an executive level with judges, dealing with judicial management and personal issues, supporting judicial leadership, and staffing judicial committees.
3. Experience formulating and implementing policies and procedures.
4. Experience directing strategic initiatives.
5. Experience directing the preparation of comprehensive studies, reports and long range planning and development programs.
6. Experience working in a political environment with government agencies such as city councils, local or state justice business partners, and the legislature.

**Certificate of Application:** I certify that all statements made in this application and the supplemental application is true and complete to the best of my knowledge. I understand that any false statements of material facts will subject me to disqualification or dismissal.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_